



4-H Camp Staff Reference Form

TO: _____ (Name of Reference)

FROM: Trevor Saunders, Program Director

SUBJECT: Airfield 4-H Center Summer Program Staff

_____ (Applicant's name) has applied for a position at Airfield 4-H Educational Center as a summer staff member with the Virginia Cooperative Extension Service and has given your name as a reference. We would appreciate your prompt response to the questions below.

Please return this confidential reference directly to:

Trevor Saunders, Program Director

15189 Airfield Road

Wakefield, VA 23888

Reference Name _____ Phone _____

Address _____

Applicant's Name _____

How long have you known the applicant? _____

In what capacity have you known the applicant?

Do you recommend this applicant for employment?

Highly recommend

Recommend with reservation

Recommend without reservation

Do not recommend

Other comments or information about the applicant you think would be helpful as we make our decision:

Virginia Cooperative Extension programs and employment are open to all, regardless of race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation, genetic information, marital, family, or veteran status, or any other basis protected by law. An equal opportunity/affirmative action employer.

Please check (√) the following questions indicating how you feel the applicant would meet the criteria for 4-H Camp Program Staff. Then, indicate whether this is your “**Opinion**” from **general knowledge** of the applicant or **first-hand “Knowledge”** if you have actually worked **with the applicant** in a situation where he/she displayed these specific characteristics.

	Excellent	Good	Fair	Poor	Opinion	Knowledge
Working with others						
A. Young children age 9 - 13						
B. Peers						
C. Adults						
D. Fairness with others						
E. See things from other viewpoints						
Leadership Skills						
A. Plans and organizes						
B. Manages time efficiently						
C. Has initiative to do things without being told						
D. Ability to work with homesick campers						
E. Guides others						
Responsibility						
A. Will obey rules						
B. Concern for camper safety						
C. Concern for camper welfare						
D. Maturity in handling problems						
E. Sound judgment						
F. Observe and follow through with all duties, assignments, and responsibilities						
Communicating						
A. Teaching skills						
B. Good listener						
C. Patient, helpful and courteous						
D. Team player; takes part with group						
E. Ability to give clear instructions						
F. Understanding and thoughtful						
G. Ability to express self						
Personal Skill and Concept						
A. Self-confidence						
B. Enthusiastic						
C. Good role model						
D. Positive attitude						
E. Restrain from alcohol/drug use						
F. Restrain from use of profanity						

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